

Utah Department of Environmental Quality
Division of Solid and Hazardous Waste
P.O. Box 144880
Salt Lake City, Utah 84114-4880
Phone (801) 538-6170
Fax (801) 538-6715



SHW REPRESENTATIVE:

Name: (Printed) _____

Signature: _____

Title: Environmental Scientist

Date: _____

UTAH DEQ SMALL BUSINESS ASSISTANCE FORM

Facility: _____

Date: _____

1. R315-5-1.11 DETERMINATION OF WHETHER A WASTE IS HAZARDOUS

ACTION NEEDED: _____

2. R315-5-1.12 NOTIFICATION AND EPA HAZARDOUS WASTE IDENTIFICATION NUMBERS

- ___ a. If you generate between 100 and 1000 Kgs (220-2200lbs) of hazardous waste per month or up to 1 Kg of **acutely hazardous** waste, you are classified as a **Small Quantity Generator (SQG)** and you must notify the Executive Secretary of the Utah Solid and Hazardous Waste Control Board and obtain an EPA Id Number. This is accomplished by notifying the Utah Division of Solid and Hazardous Waste at (801) 538-6170.
- ___ b. If you are a small quantity generator, you must obtain an EPA Id Number in order to offer hazardous waste for management to a transporter or to a treatment, storage and disposal facility (TSDF) that has an EPA Id Number.

ACTION NEEDED: _____

3. R315-5-2 MANIFESTS

- ___ a. Only use approved manifest form 8700-22 and 8700-22A when offering hazardous wastes for transport to a TSDF.
- ___ b. Designate another facility or instruct a transporter to return wastes if they are undeliverable.
- ___ c. Fill out all applicable sections of the manifest.
- ___ d. Use a contractual disposal agreement only if a generation rate is less than 1000 Kg/month (SQG or less).
- ___ e. Keep copies of contractual agreements for three years after service ends.

ACTION NEEDED: _____

4. R315-5-4 RECORD KEEPING

- ___ a. Keep copies of manifests for three years.
- ___ b. Keep all records, including determination of generation rates, waste characterization documentation, disposition, etc., for three years.

ACTION NEEDED: _____

5. R315-5-4.42 EXCEPTION REPORTING

- ___ a. If TSDF does not return generator's original copy of manifest within 60 days, a generator must submit a letter stating so and a copy of the manifest to the Executive Secretary of the Utah Solid and Hazardous Waste Control Board.

ACTION NEEDED: _____

6. R315-5-3 PACKAGING, LABELING MARKING AND PLACARDING

- ___ a. Package, label and mark waste in accordance with DOT 49 CFR prior to shipment.

ACTION NEEDED: _____

7. R315-5-3.34 ACCUMULATION TIME

- ___ a. Do not store hazardous wastes for longer than 180 days or 270 days, if applicable, without a permit.
- ___ b. Do not exceed 6000 Kg of hazardous wastes stored at your facility at any time.
- ___ c. Mark the date the accumulation period began on each container of hazardous waste. Satellite accumulation containers are the exception.
- ___ d. Label each tank and container with the words "HAZARDOUS WASTE" while it is being use to accumulate hazardous wastes.
- ___ e. Designate and authorize an emergency coordinator(s) who is (are) readily available by some means at all times.
- ___ f. Post the following information next to each telephone at the facility: name and telephone number of the emergency coordinator(s) location(s) of fire extinguishers, spill control equipment, fire alarms, telephone number of the local fire department (or equivalent emergency response for facility).
- ___ g. Ensure that all employees are familiar with hazardous waste handling and emergency procedures.
- ___ h. The emergency coordinator must respond appropriately to emergencies that have the potential of involving hazardous waste (s).

ACTION NEEDED: _____

8. R315-9 SPILL RESPONSE

- ___ a. Take appropriate action to minimize threats to human health and the environment by notifying the Utah State Department of Environmental Quality at (801) 536-4123 if more than 1 Kg of acutely hazardous waste, 100 Kg of hazardous waste, 25 gallons of used oil or material which when spilled becomes hazardous waste, as specified in notify the National Response Center when applicable and provide the appropriate information listed in R315-9, in the spill report.

ACTION NEEDED: _____

UTAH DEQ SMALL BUSINESS ASSISTANCE FORM Continued

9. R315-7-16 USE AND MANAGEMENT OF CONTAINERS

- ☐ a. Hold hazardous wastes in containers that are in good condition.
- ☐ b. Store hazardous wastes in containers that are compatible with the waste.
- ☐ c. Keep hazardous waste containers in a completely closed condition except when adding or removing wastes.
- ☐ d. Do not open, handle or store containers of hazardous waste in a manner which may cause a release.
- ☐ e. Inspect containers of hazardous waste at least weekly to look for signs of leakage or deterioration. A log should be kept.
- ☐ f. Do not store incompatible hazardous wastes in the same container.
- ☐ g. Do not store wastes in containers that previously held an incompatible material without cleaning it first.
- ☐ h. Separate incompatible wastes by means of a dike, berm or other method.

ACTION NEEDED: _____

10. R315-7-10 PREPAREDNESS AND PREVENTION

- ☐ a. You must operate your facility in such manner that MINIMIZES the possibility of fire, explosion or any unplanned release.
- ☐ b. You must have the following preparedness and prevention equipment unless the wastes you store do not pose the hazards that the equipment is designed to respond to: Internal communications or alarm capable of instruction (such as an intercom), a device capable of summoning outside emergency assistance (such as a direct alarm to the fire department or a telephone), portable fire extinguishers, water at adequate pressure and volume to supply fire fighting needs, alarms and communication devices accessible to personnel where they are handling hazardous wastes.
- ☐ c. You must maintain and test, where necessary, all communication systems; fire, spill response, decontamination and protective equipment.
- ☐ d. Make maintain aisle space to allow unobstructed movement of personnel and emergency equipment.
- ☐ e. Make arrangements with local fire, police and hospitals to respond to emergency situations at your facility. Maintain documentation of notification letters, responses or lack of responses from these agencies.
- ☐ f. Document refusals by authorities to emergency arrangements.

ACTION NEEDED: _____

11. R315-13 LAND DISPOSAL RESTRICTIONS (LDR)

- ☐ a. If you treat your hazardous wastes to render them non-Land Disposal Restricted, you must develop and follow a written waste analysis plan. This waste analysis plan must be based on a laboratory analysis of the waste and must contain all necessary elements including frequency. The waste analysis plan must be submitted to the Executive Secretary of the Utah Solid and Hazardous Waste Control Board at least 30 days prior to treatment.
- ☐ b. Maintain an assessment of LDR status on file for each hazardous waste generated at the facility.
- ☐ c. A notice and certification that each waste is either land disposal restricted, or if it is restricted, that it is land disposable after treatment, must accompany the original manifested shipment of hazardous waste or when the waste stream changes.
- ☐ d. Maintain all LDR Documentation for three years after the waste is shipped off site.

ACTION NEEDED: _____

12. R315-16 UNIVERSAL WASTES, FLUORESCENT LIGHT TUBES

- ☐ a. High mercury fluorescent light tubes must be recycled or disposed as hazardous waste. Any broken tubes must be managed as a hazardous waste but can still be recycled. Do not dispose of tubes in the regular trash or in the dumpster.
- ☐ b. Label either the waste tubes or container holding the tubes as "UNIVERSAL WASTE-MERCURY CONTAINING LAMPS".

ACTION NEEDED: _____

13. R315-15 STANDARDS FOR USED OIL GENERATORS

- ☐ a. Use permitted used oil transporter, (name, address and telephone number of transporter).
- ☐ b. Storage tanks and associated piping in good condition and labeled "Used Oil".
- ☐ c. Burn only their own used oil in vented space heater with a max. cap. of 0.5 million BTUs or in (>0.5 cap.heater).
- ☐ d. Hot drain punctured oil filters. Method of filter disposal. Discarded in trash or recycled. If recycled, by whom?
- ☐ e. Clean up any used oil spills and any contaminated soil.

ACTION NEEDED: _____

14. COMMENTS -

Example of Employee Training Log (this is only an example and must be adapted specifically to your facility)

XYZ Company Employee Training Log

Date: April 9, 2002

Time: 10:00 am to 11:00 am

Discussion lead by: John Doe, Health and Safety Coordinator

Topics Discussed

I. Hazardous Waste Accumulation Time

- a. Do not store hazardous wastes for longer than 180 days on site.
- b. Label each container or tank with the words "Hazardous Waste."

II. Use and Management of Containers

- a. Maintain a log weekly on the hazardous waste containers; are the containers closed, labeled, dated and in good condition. If not, please contact the emergency coordinator in order to rectify the problem.

III. Other topics as discussed

- a.
- b.

Employee Name (Please Print)

Employee Signature

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

These are only examples that will help you to comply with the regulations. You must **adapt** the following information and it make specific to **your** facility.

SEE #10c

Today's date:

Letters to: Your Hospital
 Your local Police Department
 Your local Fire Department

Dear Sir or Madame:

In accordance with 40 CFR 265 Subpart C, it is required that we notify you that we generate hazardous waste(s). The waste(s) that we generate is (are) ...(examples might be: waste paints, paint sludges, Methyl Ethyl Ketone, Acetone, other solvents, acids, bases, listed wastes, etc).

We make every effort to properly manage our wastes, but in the event of an emergency we may require your assistance. In the event of an unforeseen emergency, you may be required to respond.

Your name and title

Your company name

See #7c and 7f

**IN CASE OF AN EMERGENCY DIAL 911
EMERGENCY COORDINATOR IS CARL CAREFUL –
EXT 2536
FIRE EXTINGUISHERS LOCATION MARKED ON THE WALL
SPILL CONTROL EQUIPMENT LOCATED AT TIME CLOCK**

**UNIVERSAL WASTE
MERCURY CONTAINING LAMPS**

DATE:_____

These are only examples that will help you to comply with the regulations. You must **adapt** the following tables and it make specific to **your** facility.

CONTAINER MANAGEMENT LOG

Date	Inspector's <i>Name</i>	Are containers labeled with the words HAZARDOUS WASTE?		Is accumulation date marked on all hazardous waste containers and is that date less than 180 days old?		Are hazardous waste containers closed and are all bungs and bung rings secure?		If any columns are marked NO describe what was done to bring the container into compliance?
		Yes	No	Yes	No	Yes	No	

MANIFEST MANAGEMENT LOG

Date	Manifest number	Total pounds of hazardous waste (convert all amounts to pounds)		Generator copy of manifest signed by transporter & our company representative		Land Disposal Restriction certification (LDR) with matching manifest number		Signed copy from disposal facility mailed back to us within 60 days		Are these three forms stapled together?		If any columns are marked NO, what is being done to bring manifest file into compliance?
		Total Pounds		Yes	No	Yes	No	Yes	No	Yes	No	